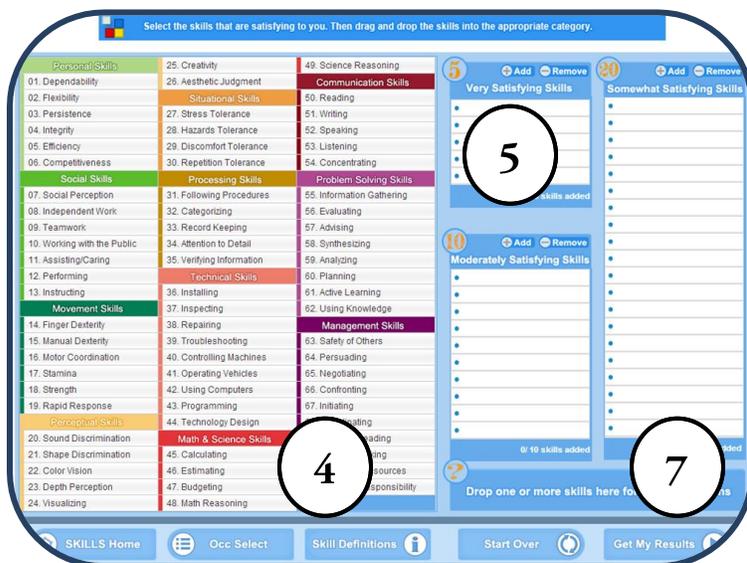
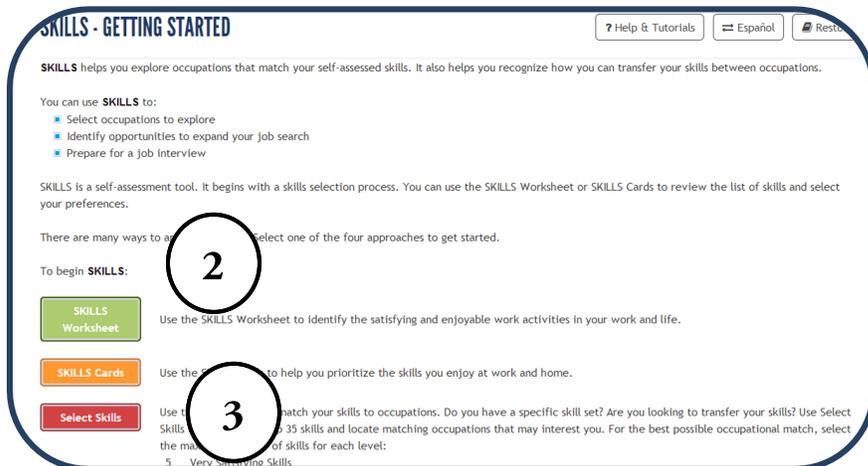


SKILLS

SKILLS helps you to identify skills you like to use and matches them to occupations that require the skills you find satisfying. If you are considering a career change, **SKILLS** also will help you discover how your skills transfer to other occupations.



Instructions

Important: You must first create your portfolio to save your **SKILLS** results.

1. Select **SKILLS** under the **Assessments** tab.
2. Read the instructions and print and complete the **SKILLS Worksheet** or sort the **SKILLS Cards**.
3. Use **Select SKILLS** to enter your skill choices based on the results of your worksheet or card sort.
4. Use the **Skill Definitions** button at the bottom of the Skills page if you need a skill word definition.
5. Click and drag your top 5 skill words to the **Very Satisfying Skills** column or highlight the skill word and click **Add** in the **Very Satisfying Skills** column. Continue to fill the **Moderate** and **Somewhat** columns in this same manner. **NOTE: The more skills you select, the better your results will be.**
6. To remove a skill from a column, highlight the skill and select **Remove**.
7. Click **Get My Results** to see your results.

NOTE: Occ Select lets you begin with the skills of an occupation of interest. After selecting Occ Select, select the occupation. The Skills page populates with skills for your selected occupation. Select Get My Results to view occupations that use similar skills.

SKILLS

Change Skills | Summary | Holland Personality Types | Occupational Clusters | Top 30 Occupations | All Occupations

Summary of Selected Skills

Very Satisfying Skills	Moderately Satisfying Skills	Somewhat Satisfying Skills
Flexibility Efficiency Competitiveness Independent Work Teamwork	Shape Discrimination Color Vision Depth Perception Programming Writing Evaluating Synthesizing Using Knowledge Persuading Directing/Leading	Working with the Public Performing Manual Dexterity Motor Coordination Stress Tolerance Discomfort Tolerance Categorizing Inspecting Troubleshooting Operating Vehicles Advising Analyzing Planning Active Learning Confronting

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Holland Personality Types

One way of grouping occupations is to use the Holland Personality Types. The skills you selected have been compared to the six Holland Personality Types. The scores range from 100 to 0. Look for your three highest scores and combine them to get your Holland Code:

36	Enterprising
31	Investigative
30	Artistic
25	Social
15	Conventional
11	Realistic

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Occupational Clusters

Clusters group occupations with similar duties, preparation, and skills. The cluster ratings show how well your skills match the skills needed in each cluster. The higher the rating, the better the match. Cluster ratings range from +100 to -44.

Rate	Clusters
12	Agriculture, Food, and Natural Resources
9	Architecture and Construction
5	Arts, Audio-Visual Technology, and Communications
9	Business Management and Administration
10	Education and Training
7	Finance
3	Government and Public Administration
3	Health Science
10	Hospitality and Tourism
10	Human Services
7	Information Technology
0	Law, Public Safety, Corrections, and Security
7	Manufacturing
	Marketing

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* Top 30 Occupations

The occupational ratings can go from +100 to -44. The higher the rating, the better the match between your skills and the skills required for the occupation. All of the occupations on your * Top 30 list are good matches with your skill preferences. Click on [icon] next to an occupation to compare your skills to the skills required for that occupation.

Rate *	Top 30 Occupations
27	Agriculture, Food, and Natural Resources
27	Agricultural Worker Supervisors
23	Animal Breeders
27	Animal Trainers
23	Construction Managers
21	Construction Managers
25	Construction Managers
	Architecture and Construction
	Construction Managers

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Explore Your SKILLS Results

NOTE: SKILLS and the Interpretation materials for SKILLS as well as instructional handouts are available in Spanish or English. For more information, see *Support Materials in Tools for Users*.

From the Summary page you can view:

8. Your skill selections
9. Your Holland Codes
10. Your ratings for Occupational Clusters
11. Your ratings for your Top 30 Occupations
12. Your ratings for All Occupations
13. The  View icon displays a graph that compares your preferred skills to the skills required by the occupation. The white bars represent your skills, and the blue bars represent the occupation's skill requirements.
14. Use the **Back** button to return to the SKILLS Rating window.

Note: If you want to complete SKILLS multiple times, save your results using the **Save as New** link on the title bar. Your results will be saved in your **My Portfolio** under **Sorts and Assessments**.